

## STATEMENT OF UNDERSTANDING FOR ARMY TUITION ASSISTANCE (TA)

### 1. BASIC TA:

- a. I understand that the Army will pay up to 100% of my tuition costs (not to exceed the established caps) if I am on full-time active duty. I agree to pay the remaining costs and fees. Current caps are 100% or \$250 per SH, whichever is less, up to \$4500 per soldier per FY.
- b. I understand that TA is authorized on a course-by-course basis and that I must apply for and return the TA form, signed by the commander to the Ed center BEFORE THE END OF MY SCHOOL'S DROP AND ADD PERIOD. TA WILL NOT BE APPROVED IF APPLIED FOR AFTER THAT PERIOD.
- c. I understand that no changes will be made in the courses or dollar amounts for which TA is approved without approval of the education center. Any changes (drops, withdrawals, day/time changes, etc) after issuance of TA must be reported to the school and to the Ed Center immediately. Failure to report changes could result in loss of TA.
- d. I understand that the use of TA is for a course or courses required for completion of my approved degree plan. I may get TA for only 9SH from a single institution without a formal education plan from the school.

### 2. ELIGIBILITY:

- a. I understand that TA is authorized for active duty soldiers including enlisted soldiers, commissioned officers, and warrant officers of the Army Reserve and Army National Guard on full-time active duty IAW Title 10 or Title 32.
  - b. I am not a Selected Reserve Officer or Warrant Officer on active duty for training or special duty.
  - c. I am not attending schooling under provisions of AR 621-1, Fully Funded Officer Education Program, Degree Completion Program, Cooperative Degree Program, Advanced Degree Program and Short Courses Training. Participation in the Training with Industry Program does not preclude simultaneous TA for other courses.
  - d. I am not flagged under provisions of para 1-12, AR 600-8-2.
  - e. I have not received approval for voluntary separation under VSI or SSB programs.
3. TIME CONDITIONS: If eligible, as determined by para 2a-e above, I affirm that I will be on active duty until the course for which I am requesting TA ends. If I do not have a grade (an Incomplete is not a grade for this purpose) for all TA supported courses prior to separation from the service, I will provide the reimburse the Government the required tuition amount for the courses without grades. NO ONE WILL BE CLEARED WITHOUT GRADES FOR ALL TA SUPPORTED COURSES OR EVIDENCE OF REPAYMENT. If notified of involuntary separation, I will notify the education center from which I receive TA.

### 4. WITHDRAWAL/RECOUPMENT OF TA:

- a. I will reimburse the Army the TA received if I withdraw from, or fail to complete a course for academic or personal reasons (includes receipt of "F" for nonattendance; failure to remove an INCOMPLETE grade within the time stipulated by the school, or 120 days, whichever comes first; or required withdrawal is due to official separation, confinement, or similar administrative action by my commander for disciplinary or fraudulent causes). Reimbursement for failures may be waived if extenuating circumstances prevent successful completion (i.e., death of an immediate family member, illness/hospitalization, etc.)
- b. I also agree to reimburse the Army for TA received if the Ed Center is not provided a grade within 120 days of the programmed completion date of the course.
- c. I authorize the amount of TA paid to me to be withdrawn from my pay if it is determined that my withdrawal or failure to complete the courses(s) was due to circumstances within my control.
- d. I understand that I will not have to reimburse the Army if I withdraw for reasons beyond my control as certified by my commander, i.e. emergency leave. Regardless of the reason, I will advise the education center of any intent to withdraw from a course for which I am receiving TA.

5. DUPLICATION OF BENEFITS: I understand that TA is not authorized for any course for which I am receiving reimbursement in whole or in part under any other provision of the law where payment would constitute a duplication of US Government benefits. Use of "Top-Up" or PELL along with TA does not constitute duplication. However, the sum of TA and "Top-Up" cannot exceed 100% of Tuition costs.

6. COMMISSIONED OFFICERS: If I am a commissioned officer (including commissioned warrant officer), I understand that I must agree to remain on active duty for two years after completion of a course for which TA has been provided unless involuntarily separated by the Army. I UNDERSTAND THAT I MUST REQUEST AND GET APPROVAL FROM HQDA FOR A WAIVER TO THE TWO-YEAR TA ADSO IF I VOLUNTARILY SEPARATE. If the service obligation is waived, I understand I must reimburse the Army the amount of TA that represents the unserved portion of the 2-years. (Title 10 USC 2007)

7. I AGREE TO THE ABOVE CONDITIONS FOR THE USE OF TA AS VERIFIED BY MY SIGNATURE.

\_\_\_\_\_  
RANK

\_\_\_\_\_  
(PRINT)

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
MI

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE